

Checklist Summary Details

Checklist Name: Monthly Bookkeeping

Description: Monthly Bookkeeping process for month end 2023

Owner: Bookkeeper

Expected Duration: 1 month

Checklist Status Details

Checklist ID	Checklist status name
1	Not Started
2	Partially Completed
3	Completed
4	Rejected
5	Not Required
6	Open

Job Step Details

Job Step ID	Job Step Name
1	Bank Reconciliation
2	Adjustments
3	Print
4	Close

Section 1: Weekly Bookkeeping process (week 1)

Step ID	Step Description
1	Review A/R report.
2	Print A/R aging.
3	Check all receipts from month end in the accounting system.
4	Review A/R aging, deposits from the POS system in the accounting system.
5	Review A/R aging, from Sales in the accounting system.
6	Review A/R aging, from Bank accounts in the accounting system.
7	Review A/R aging, from Payroll in the accounting system.
8	Review A/R aging, from Customers in the accounting system.
9	Print client with any questions or missing transactions.

Owner	Duration (hours)	Depended On Step ID	Due Date
Bookkeeper	1.0		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00
Bookkeeper	0.5		2023-11-01 00:00:00

Section 2: Weekly Bookkeeping process (week 2)

Step ID	Step Description
1	Review A/R report.
2	Print A/R aging.
3	Check all receipts from month end in the accounting system.
4	Review A/R aging, deposits from the POS system in the accounting system.
5	Review A/R aging, from Sales in the accounting system.
6	Review A/R aging, from Bank accounts in the accounting system.
7	Review A/R aging, from Payroll in the accounting system.
8	Review A/R aging, from Customers in the accounting system.
9	Print client with any questions or missing transactions.
10	Update next week to 'Weekly Bookkeeping process' and '2 month Bookkeeper'.

Owner	Duration (hours)	Depended On Step ID	Due Date
Bookkeeper	1.0		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00
Bookkeeper	0.5		2023-11-08 00:00:00

Section 3: Bi-monthly Budget process (2nd half)

Step ID	Step Description
1	Review Sales & Sales Forecast.
2	Review A/R aging.
3	Review Checkbook and inflow/outflow.
4	Review profit.
5	Update next week to 'Bi-monthly Budget process' and '2 month Bookkeeper'.

Owner	Duration (hours)	Depended On Step ID	Due Date
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00
Accountant	0.5		2023-11-15 00:00:00

Section 4: Weekly Bookkeeping process (week 3)

Owner	Duration (hours)	Depended On Step ID	Due Date
Bookkeeper	1.0		2023-11-20 00:00:00
Bookkeeper	0.5		2023-11-20 00:00:00
Bookkeeper	0.5		2023-11-20 00:00:00
Bookkeeper	0.5		2023-11-20 00:00:00
Bookkeeper	0.5		2023-11-20 00:00:00
Bookkeeper	0.5		2023-11-20 00:00:00
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a specified compressive strength of 4000 psi 28 mpa or greater is considered structural shotcrete shotcreting can be applied by one of two processes wet mix or dry mix

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